

Handout for the SupplyOn User & Company Administrator



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1 About this Manual

This manual provides information on the user and company administration for new suppliers.

Your customer uses SupplyOn to electronically exchange P2P-related documents. You have been given the roles of user and company administrator for your company.

In principle, we would advise to create at least one more company administrator within your company and share this document with him/her, as this gives your company more flexibility in maintaining your users and will prevent problems in case you take up other responsibilities in the future.

1.1 Abbreviations

Abbreviation	Meaning
ASN	Advance Shipping Notice
CG	Corporate Group
CP	Control Point
LE	Legal Entity
P2P	Purchase-to-Pay
SSO	Single Sign On

2 How to access SupplyOn

To work with SupplyOn, you need a User ID and password. This has been created for you already and communicated by the SupplyOn support team to you. To create further accounts, log in to SupplyOn:

1. Open an internet-browser and log in to SupplyOn.

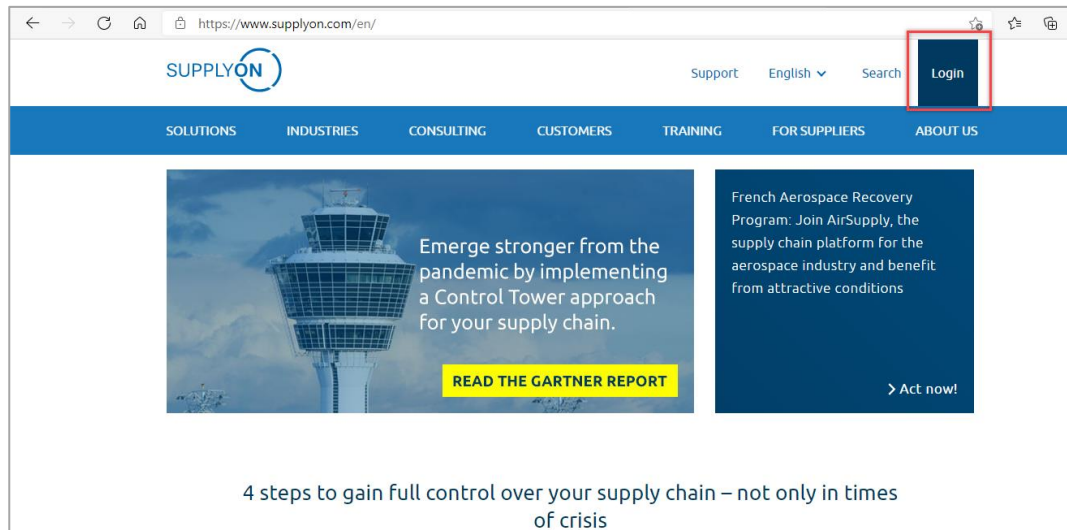


Figure: SupplyOn home page with Login button

Depending on your originally assigned roles, you may see the Dashboard screen with different tiles.

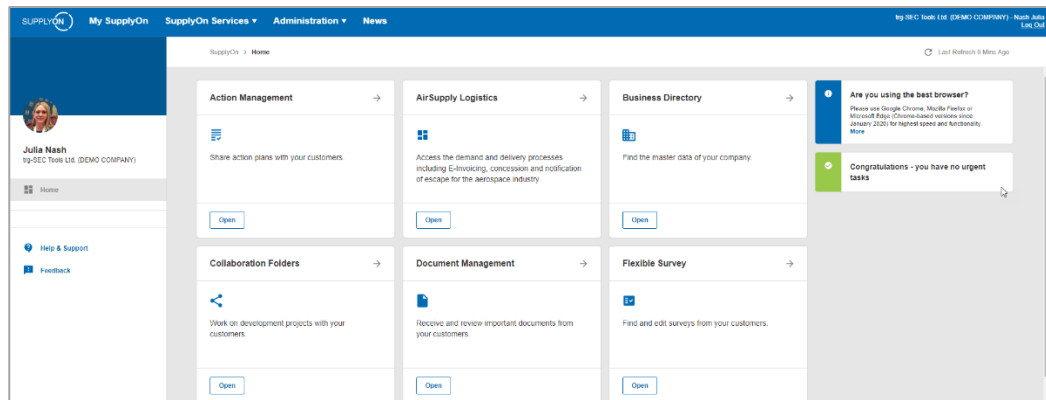


Figure: Home screen with dashboard and tiles related to user roles plus notifications

2.1 How to change my user account

We advise you to check your own account settings first and change them if necessary before creating new users.

This way you will know immediately what to look for when creating new user accounts.

2. Move the mouse over **Administration**
3. Select the entry **My User Account**

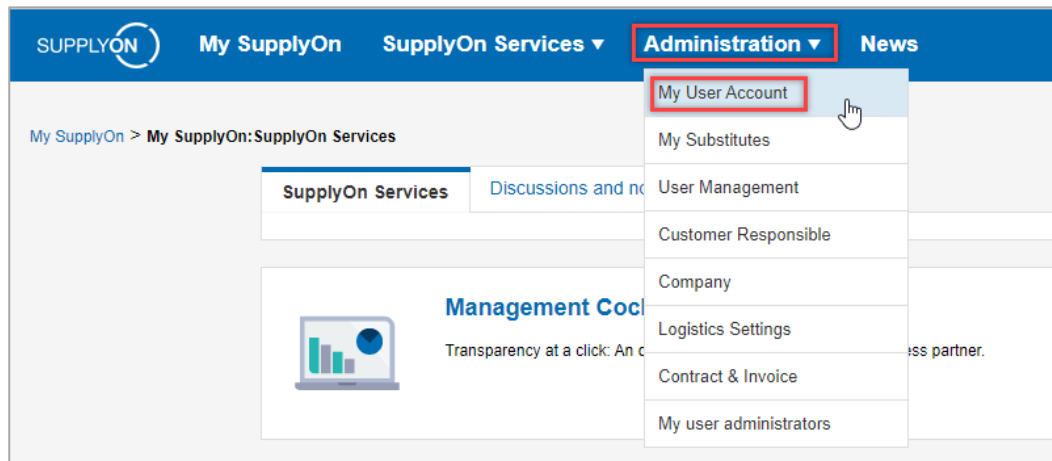


Figure: Administration with drop down menu entries for Company Administrators

Your user master details are displayed

A screenshot of the 'My user: My master details' form in the SupplyOn application. The form is divided into two main sections: 'Contact data' and 'Additional information'. The 'Contact data' section includes fields for 'User ID*', 'First name*', 'Last name*', 'Salutation*', 'E-mail*', 'Phone*', 'Language*', 'Mobile phone', 'Street', 'City', 'Zip code', 'State/province', and 'Country*'. The 'Additional information' section includes fields for 'Fax', 'Postbox', 'Postbox location', 'Postbox postal code', 'Time zone', 'Function', 'Department', and 'Position'. There are 'Save' and 'Discard changes' buttons at the top and bottom of the form. The 'User ID*' field contains the value 'trg-ocetols-nash'. The 'First name*' field contains 'Julia'. The 'Last name*' field contains 'Nash'. The 'Salutation*' field is set to 'Ms.'. The 'E-mail*' field is partially obscured. The 'Phone*' field contains '+44 255- 837543'. The 'Language*' field is set to 'English'. The 'Mobile phone' field contains '123454321'. The 'Street' field contains 'Ludwigstr'. The 'City' field contains 'Mallbergmoos'. The 'Zip code' field contains '85399'. The 'State/province' field is empty. The 'Country*' field is set to 'United Kingdom'. The 'Fax' field is empty. The 'Postbox' field is empty. The 'Postbox location' field is empty. The 'Postbox postal code' field is empty. The 'Time zone' field is set to '(GMT+01:00) Europe/Berlin'. The 'Function' field is set to 'Logistic Expert'. The 'Department' field is set to 'Overseas logistics (OSL)'. The 'Position' field is set to 'Logistic Expert'.

Figure: My user: My master details

You have the possibility to choose a language for yourself from 16 different ones.

4. Click the **drop-down menu** next to Language to select the most convenient language

The screenshot displays a web form titled 'Contact data' with the following fields: User ID* (trg-sectools-nash), First name* (Julia), Last name* (Nash), Salutation* (Ms.), E-mail*, and Phone* (+44 555 - 837543). A red rectangle highlights the 'Language*' dropdown menu, which is currently set to 'English'. The dropdown list is open, showing 16 languages: Czech, Deutsch, English (highlighted), Español, Français, Italiano, Magyar, Nederlands, Português, Română, Slovenčina, Türkçe, русский - Russian, 中文 (普通话) - Chinese, 日本語 - Japanese, and 한국어 - Korean. Below the 'Contact data' section is the 'Additional information' section with fields for Fax, Postbox, Postbox location, Postbox postal code, and Time zone*. A 'Change Password' link is also visible. At the bottom is the 'Last status' section.

Figure: My user: My master details with drop-down selection of languages

We also recommend that you select the time zone in which you live. This entry is relevant in order to show status information and time stamps in your time zone.

5. Ensure to **Save** your entries.

The screenshot shows a web form titled 'Additional information' with a 'Collapse' button. The form contains the following fields:

- Fax:
- Postbox:
- Postbox location:
- Postbox postal code:
- Function:
- Department:
- Position:
- Time zone*:

Below the form is a 'Last status' section with an 'Expand' button. At the bottom of the form are two buttons: 'Save' and 'Discard changes'.

Figure: **My user: My master details** with drop-down for time zones

3 How to create a new user and assign the area(s) of responsibility

To enable all your colleagues to work with the SupplyOn applications, you create users and define the associated roles, their so-called area of responsibility.

For a quick guide, we offer to watch the video on how to create a user in the [Media Library](#). Start the video **Standard user administration**.

After logging in to SupplyOn you are on the SupplyOn Home page with the tiles of the Dashboard and latest notifications.

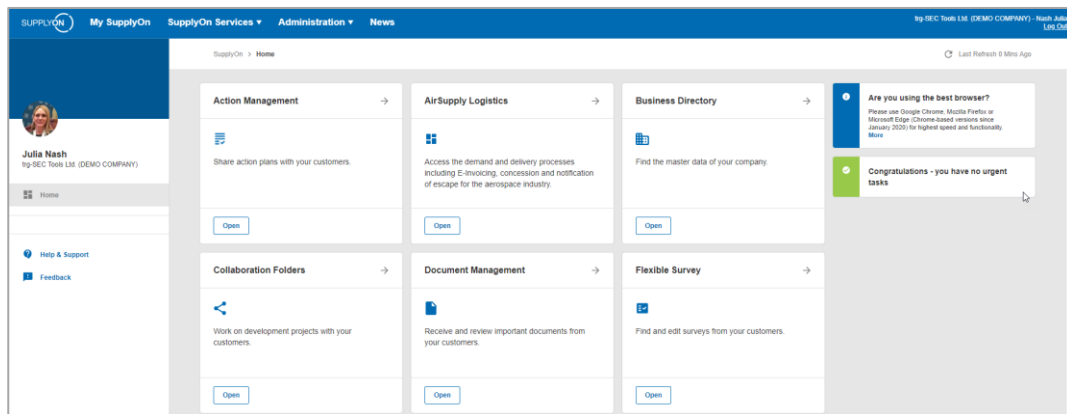


Figure: Home screen with Dashboard and tiles related to user roles plus notifications

1. Move the mouse over **Administration**
2. Select the entry **User Management**

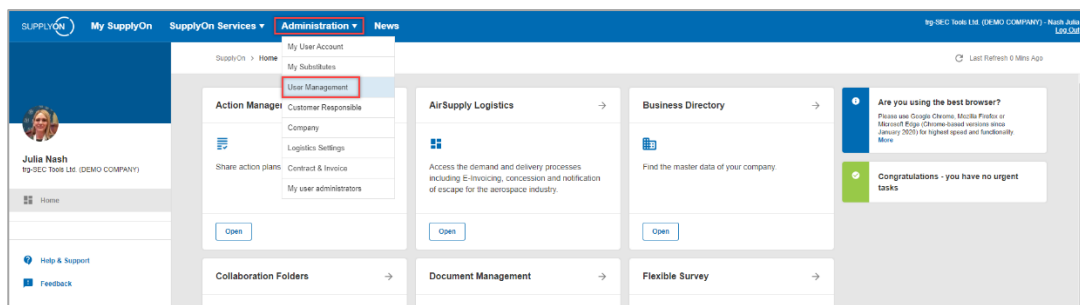


Figure: Home screen with Administration drop-down menu

3. Click + Create user

In this example you see already created users. In your case the list is empty.

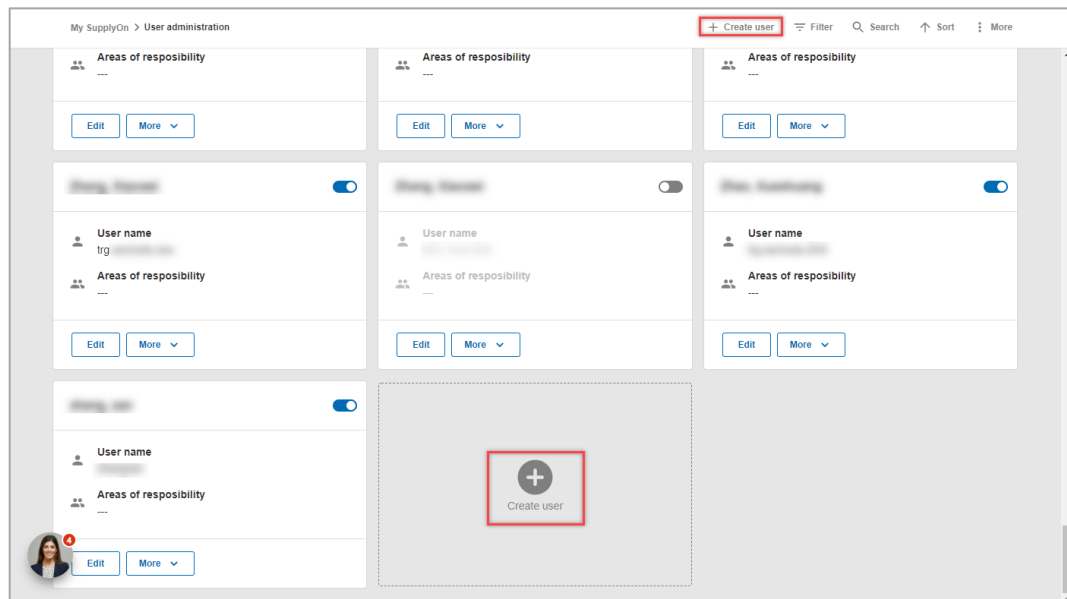


Figure: **My SupplyOn User Administration** with overview of already created users

Mandatory fields are marked with *.

4. Fill all mandatory fields
5. Scroll down

The screenshot shows the 'Create user' form. It has a title 'Create user' and a sub-header 'Contact data'. A note states '* Marked fields are mandatory'. The form contains several input fields: 'First name *' (0 / 30), 'Last name *' (0 / 50), 'Salutation *' (dropdown), 'Language *' (dropdown, currently set to 'English'), 'E-mail *' (0 / 200), 'Phone *' (0 / 20), 'Mobile phone' (0 / 20), 'Country *' (dropdown, currently set to 'United Kingdom'), 'State / province' (0 / 20), 'ZIP code' (0 / 10), 'City' (0 / 30), 'Street' (0 / 40), and 'Time zone *' (dropdown, currently set to '(GMT+01:00) Eur...'). At the bottom, there are 'Cancel' and 'Save and close' buttons.

Figure: **Create user** screen with first part of mandatory fields

Once you click into the Password field, the password rules will be displayed to help you defining a password.

The screenshot shows the 'Create user' interface. Under the 'Account data' heading, there is a 'User name *' field with a character count of 0 / 30. Below it is the 'Password *' field, which is highlighted in pink and has a red error icon. A dropdown menu is open, listing password rules with green checkmarks for valid rules and red X marks for invalid ones. To the right of the password field is a 'Repeat password *' field.

Account data

User name *

Please create a unique user name. 0 / 30

Password *

Enter a text

Repeat password *

Please enter the password again

Password rules:

- ✗ You must enter at least 12 characters.
- ✓ You must not enter more than 20 characters.
- ✗ You must enter at least 1 uppercase characters.
- ✗ You must enter at least 1 lowercase characters.
- ✗ You must enter at least 1 special characters, e.g. !\$%&'()*+,-<=>.
- ✗ You must enter at least 1 numerical characters.

Figure: **Create user** screen with second part of mandatory fields **and password rules**

6. Continue with the mandatory fields
7. Define the **area(s) of responsibility**.

Depending on the task the person has to take over, set the tick in front of the corresponding area. Below selected relevant tasks as well as the respective area of responsibility are listed:

- ✓ To assign a second Company Administrator - set the tick at the Company Administration
- ✓ To work with orders and for the invoice creation – set the tick at the Order Fulfillment, Finance Processes.
- ✓ To retrieve provided customer documents – set the tick at Sales.
- ✓ To create Advanced Shipping Notices (ASN) – set the tick at the Shipping, Goods received, Warehouse Management
- ✓ To set up and edit master data for logistics – set the tick at Supply Chain Administration

8. For this example, select Order Fulfillment, Finance...
9. For more details per area click **More Information**
10. Confirm your entries with a click on **Save and Close**

The screenshot displays the 'Create user' interface. It is divided into two main sections: 'Account data' and 'Areas of responsibility'.

Account data: This section contains three input fields. The first is 'User name *' with a character count of '0 / 30' and a hint 'Please create a unique user name.'. The second is 'Password *' with an eye icon and a hint 'Please enter a password.'. The third is 'Repeat password *' with an eye icon and a hint 'Please enter the password again.'.

Areas of responsibility: This section features a table with columns for selection, Name, Description, and More information.

	Name ↑	Description	More information
<input type="checkbox"/>	Company Administration	Company master data, us...	More information
<input checked="" type="checkbox"/>	Order Fulfillment, Finance ...	Supply Chain Management.	More information
<input type="checkbox"/>	Quality Management	Supplier Quality Managem...	More information
<input type="checkbox"/>	Sales	Sourcing to Contract, Prog...	More information
<input type="checkbox"/>	Shipping, Goods Receipts,...	Shipping, goods receipts, ...	More information
<input type="checkbox"/>	Supply Chain Administration	Demand, logistics and fina...	More information

At the bottom of the form, there are two buttons: 'Cancel' and 'Save and close'.

Figure: **Create user** screen with second part of mandatory fields and area(s) of responsibility

3.1 How to copy a user

Assuming you have created a user and you need to add the next user from the same department and with the same areas of responsibility, there is a quick way to copy users.

11. Choose the user you want to copy, and open the **drop-down menu** next to **More**
12. Click **Copy**
13. Change the contact details and **Save** your new user

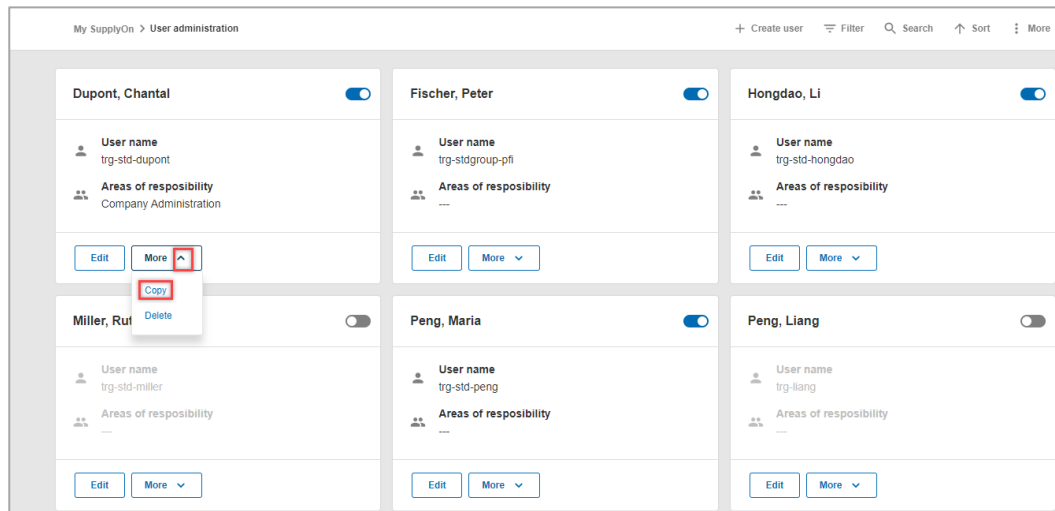


Figure: My SupplyOn User administration with drop-down menu for More within a created user

4 How to work in the advanced mode

The SupplyOn application helps you to create users quickly and easily as explained in the previous chapter. However, you may need to make settings that are not available in Standard Mode, for example change a user ID, unlock a user or manage roles per different location. To do this, open the Advanced user administration.

For a quick guide, we offer to watch the video on how to work in the advanced mode in the [Media Library](#). Start the video **Standard user administration for advanced users**.

Within the User Administration,

1. click the three dots next to **More**
2. and select Advanced user administration

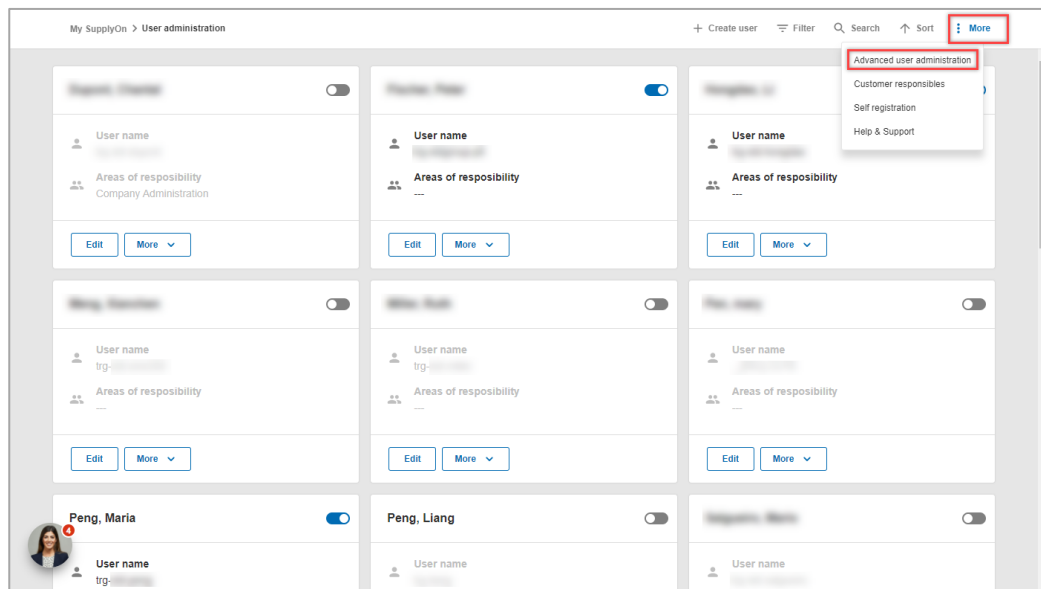


Figure: My SupplyOn User administration with extended menu within More

3. Click the tab **User accounts**

All already created users are displayed. You can make changes by using the buttons on the bottom, or open the drop-down menu next to a user.

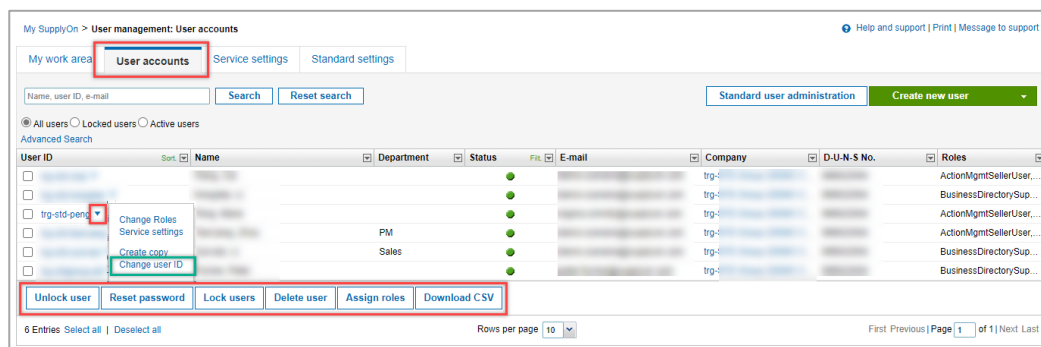


Figure: My SupplyOn User management. User accounts overview with action menu within an account

Note: in case a user wants you to change the user ID (username), use this path to change it by selecting Change user ID.

4.1 How to assign roles to different locations within your company

In case your company is structured in a holding as described [here](#), you have to use the advanced mode to define the roles related to each location.

The advanced mode is opened.

4. Click the relevant **User ID**

My SupplyOn > User management: User accounts

Help and support | Print | Message to support

My work area | **User accounts** | Service settings | Standard settings

Name, user ID, e-mail Search Reset search

Standard user administration Create new user

All users Locked users Active users

Advanced Search

User ID	Name	Department	Status	E-mail	Company	D-U-N-S No.	Roles
<input type="checkbox"/>							ActionMgmtSellerUser...
<input type="checkbox"/>							ActionMgmtSellerUser...
<input type="checkbox"/>							BusinessDirectorySup...
<input type="checkbox"/>							ActionMgmtSellerUser...
<input type="checkbox"/>							ActionMgmtSellerUser...
<input type="checkbox"/>							BusinessDirectorySup...
<input type="checkbox"/>							BusinessDirectorySup...

Unlock user Reset password Lock users Delete user Assign roles Download CSV

7 Entries Select all Deselect all Rows per page 10 First Previous Page 1 of 1 Next Last

Figure: My SupplyOn User management. User accounts overview with action menu within an account

5. Open the tab **My areas of Responsibility**

My SupplyOn > User management: User accounts > Master data of Maria Peng

Help and support | Print | Message to support

Master data **My Areas of Responsibility** Service settings Substitutes Enable support Privacy settings

You are currently modifying: Peng, Maria (trg-STD Group (DEMO COMPANY))

Save Discard changes Back

Contact data

User ID*: [text box]

First name*: [text box]

Last name*: [text box]

Salutation*: [dropdown menu]

E-mail*: [text box]

Phone*: [text box]

Language*: [dropdown menu]

Password*: [text box]

Mobile phone: [text box]

Street: [text box]

City: [text box]

Zip code: [text box]

State/province: [text box]

Country*: [dropdown menu]

Change user ID

Additional information

Fax: [text box]

Postbox: [text box]

Postbox location: [text box]

Postbox postal code: [text box]

Time zone*: [dropdown menu]

Function: [text box]

Department: [text box]

Position: [text box]

Figure: My SupplyOn User management. User accounts with master data of the used account

All available roles are grouped into areas of responsibilities.

6. Open one group with a click on **Expand**

My SupplyOn > User management: User accounts > My Areas of Responsibility of Maria Peng

Master data | **My Areas of Responsibility** | Service settings | Substitutes | Enable support | Privacy settings

Expand the areas of responsibility for a more precise roles assignment. Expand all | Collapse all

<input type="checkbox"/> Company Administration (not assigned): Company master data, users and permissions.	Expand
<input type="checkbox"/> Order Fulfillment, Finance Processes (not assigned): Supply Chain Management.	Expand
<input type="checkbox"/> Quality Management (not assigned): Supplier Quality Management (QM).	Expand
<input type="checkbox"/> Sales (not assigned): Sourcing to Contract, Progress to Order and Supplier Management.	Expand
<input type="checkbox"/> Shipping, Goods Receipts, Warehouse Management (not assigned): Shipping, goods receipts, warehouse management.	Expand
<input type="checkbox"/> Supply Chain Administration (not assigned): Demand, logistics and finance processes.	Expand
Other Roles	Expand

Figure: My SupplyOn User management. With the overview of grouped roles

For suppliers who are working with SupplyOn already, the screen looks slightly different. You can decide if you want to see the roles grouped by responsibility or not.

My SupplyOn > User management: User accounts > Roles of Julia Nash

Master data | **Roles** | Service settings | Substitutes | Privacy settings

You are currently modifying: Nash, Julia (trg-SEC Tools Ltd. (DEMO COMPANY))

☐ Group by areas of responsibility

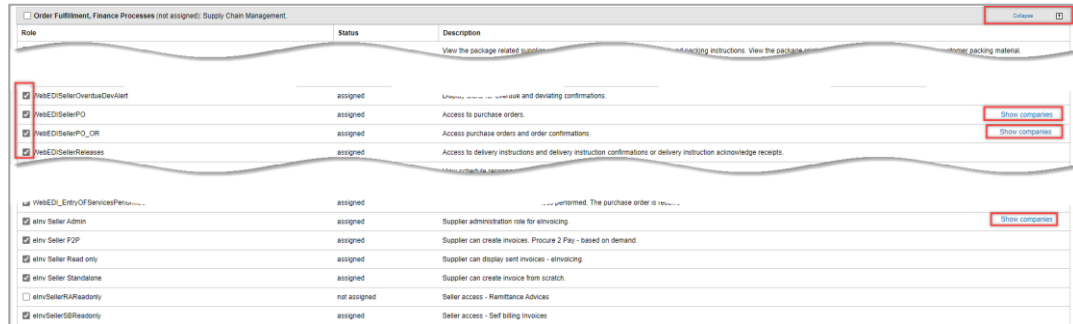
Expand the groups for a more precise roles assignment.

AirSupply related roles (partially assigned)
Company Administration (assigned)
Contract and Invoice (not assigned)
Customer Applications (not assigned)
Logistics and Finance (partially assigned)
Management Cockpit (partially assigned)
Quality Management (assigned)
Sourcing and Engineering (assigned)
User Management (partially assigned)

Figure: My SupplyOn User management. With the overview of roles / a different supplier is used for this

To assign a role to multiple locations at once, open an area of responsibility which is required

7. By clicking **Expand**
8. select the required role by checking the box in front of the role
9. click **Show Companies** and select all relevant companies (i.e. Legal Entities).

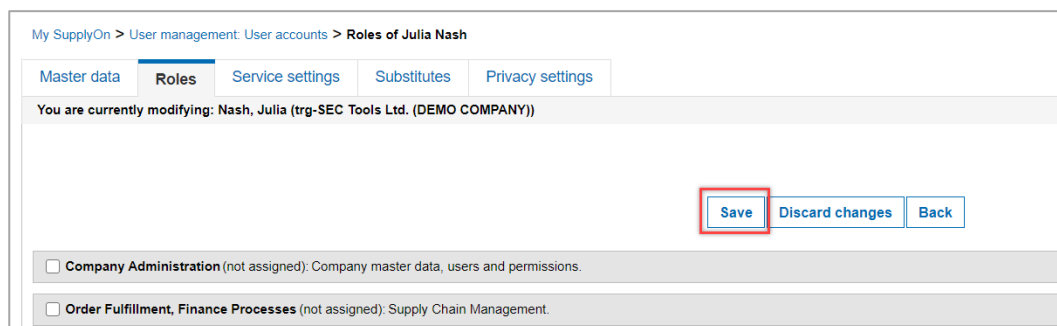


Role	Status	Description	Action
<input type="checkbox"/> Order Fulfillment, Finance Processes (not assigned): Supply Chain Management.			Show companies
<input checked="" type="checkbox"/> weEDISellerOverdueDevAlert	assigned	Notify seller of overdue and deviating confirmations.	
<input checked="" type="checkbox"/> weEDISellerPO	assigned	Access to purchase orders.	Show companies
<input checked="" type="checkbox"/> weEDISellerPO_OR	assigned	Access purchase orders and order confirmations.	Show companies
<input checked="" type="checkbox"/> weEDISellerReleases	assigned	Access to delivery instructions and delivery instruction confirmations or delivery instruction acknowledge receipts.	
<input checked="" type="checkbox"/> weEDISellerServicesPermit	assigned	Supplier administration role for invoicing.	Show companies
<input checked="" type="checkbox"/> elinv Seller Admin	assigned	Supplier can create invoices. Procedure 2 Pay - based on demand.	
<input checked="" type="checkbox"/> elinv Seller PSP	assigned	Supplier can display sent invoices - invoicing.	
<input checked="" type="checkbox"/> elinv Seller Standalone	assigned	Supplier can create invoice from scratch.	
<input type="checkbox"/> elinv Seller Readonly	not assigned	Seller access - Remittance Advices	
<input checked="" type="checkbox"/> elinv Seller Readonly	assigned	Seller access - Self billing invoices	

Figure: **My SupplyOn User management. User accounts** overview with action menu within an account

Note: This ensures that the user can work with one account (SSO) for all different locations.

10. **Save** your settings.



My SupplyOn > User management: User accounts > Roles of Julia Nash

Master data | **Roles** | Service settings | Substitutes | Privacy settings

You are currently modifying: Nash, Julia (trg-SEC Tools Ltd. (DEMO COMPANY))

[Save](#) [Discard changes](#) [Back](#)

☐ **Company Administration** (not assigned): Company master data, users and permissions.

☐ **Order Fulfillment, Finance Processes** (not assigned): Supply Chain Management.

Figure: **My SupplyOn User management. User accounts** with **Save** button

5 Brief introduction to the corporate structure in SupplyOn

During the registration process your customer defined your company structure based on your available master data. The number of organization entities as described below may vary by supplier.

Each Company is structured into:

- Holding – Corporate Group (CG)
 - o Country subsidiary – Legal Entity (LE)
 - Location(s) within one country – Control Point (CP)

Networklink(s) ensures that messages (e.g. demands, order changes) are sent from the customer CP(s) to the correct supplier CP(s) – and vice versa for ASNs, invoices etc.

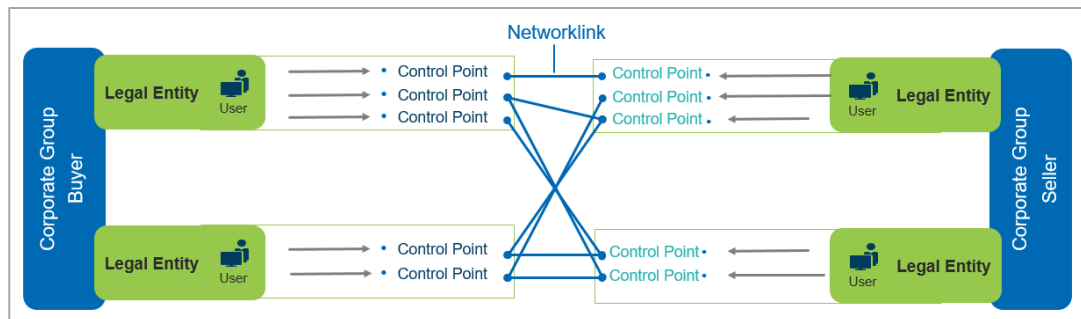


Figure: SupplyOn internal overview of Company Structure with NWL

6 How to set master data once in the Logistics settings

Depending on the processes you use within your company, you are able to set up different master data as a company administrator. In this chapter, the two entries which are relevant and useful within the digital P2P process are described.

To define the automatic creation of ASN number and package labels, which will facilitate the daily work with ASNs for your colleagues, please follow these steps:

Login to SupplyOn

1. Open the **Administration** menu
2. and select the entry **Logistics settings**

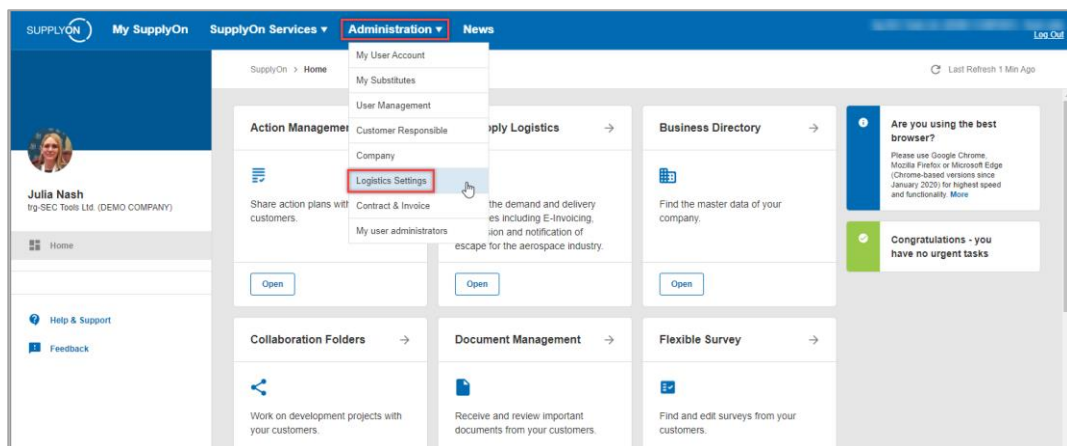


Figure: My SupplyOn Administration with drop-down menu

The company structure as explained [here](#) is displayed. If you have several legal entities within your holding, first select the country by

3. clicking the Control Point **icon** of the LE (Legal Entity)

My SupplyOn > Spin

Data Administration
Organization
Maintenance
Supply Chain Directory
Maintenance

Search Result
Results from 1 to 3 of 3

Type	ID	Organization name	CPs	State	MP Status	D-U-N-S No.	City	Country
				active	Seller		Cardiff	Great Britain
				active	Seller		Testladit	Serbia
				active	Seller		Cambridge	Great Britain

Figure: Spin with Company structure for Corporate Group and Legal Entities

4. Now select the **Control Point** you want to create the master data entry for

My SupplyOn > Spin

Search Control Points of Organization trg-SEC Tools Ltd. (DEMO COMPANY)

Here you can search for your existing control points or create new ones.
Please choose the criteria for your control point search. More criteria entered will give more precise search results. You may use the wildcards "*" and "?".

Control Point ID:
Control Point Name:
Control Point Short Name:
DUNS Suffix: 99-902-2001-

Results from 1 to 4 of 4

Control Point ID	Control Point Name	DUNS Suffix	Control Point Short Name	Plant Calendar
	SEC Tools Ltd.		SECTOOL	Edit
				Edit
				Edit
				Edit

Figure: **Spin** within one Legal Entity and list of **Control Points**

5. Click **Change Details** and scroll down

My SupplyOn > Spin

Data Administration
Organization
Maintenance
Supply Chain Directory
Maintenance

Details of Control Point SEC Tools Ltd.

CP Details User Activation Network Links

Control Point Data

Control Point ID	10008057
Control Point Name *	SEC Tools Ltd.
Control Point Short Name *	SECTOOL
DUNS+4	99-902-2001-
EDI Partner	SECTOOL_EDI
Timezone	(GMT+00:00) GMT

Figure: **Spin** within **Details** of selected **Control Point**

6. In the **Further Logistics Data** area, check the appropriate boxes and enter a start number of your choice.
7. **Save** your entries

Further Logistic Data

FPA number	<input type="checkbox"/> Auto assign	Start Number: --
ASN number	<input checked="" type="checkbox"/> Auto assign	Start Number: 1
Label number	<input checked="" type="checkbox"/> Auto assign	Start Number: 1
FPA number (SLOPE)	<input type="checkbox"/> Auto assign	Start Number: --
Invoice number	<input type="checkbox"/> Auto assign	Start Number: --

Additional Data

WebEDI: Time horizon planned delivery	<input type="text"/>
Measure of weight (Legacy ASN)	<input type="text"/>
Measure of length (Legacy ASN)	<input type="text"/>
E-mail notification Carrier/Hub	<input type="text"/>
TMS HUB (HUB) / TMS CARRIER (CARRIER)	<input type="text"/>
Label DIN A6 Paper	<input type="text"/>
Maximum invoice amount	<input type="text"/>
Format for DELFOR-IMO msg.	None
Attribute 9	<input type="radio"/> yes <input checked="" type="radio"/> no
Digital signature	<input type="radio"/> yes <input checked="" type="radio"/> no
One delivery note per dispatch	<input checked="" type="radio"/> yes <input type="radio"/> no
Label DIN A5 Paper	<input type="radio"/> yes <input checked="" type="radio"/> no
Role of Control Point	Seller

Mandatory fields are marked with *

Figure: **Spin** within **Details for Further Logistic Data** of selected **Control Point**

7 How to apply e-mail notifications to your needs

Do your colleagues receive an email for every logistics message? The settings can be changed per control point and user as follows:

Open the Details of a Control Point as described [here](#).

1. Open the tab **User Activation**
2. and click **Change Details**

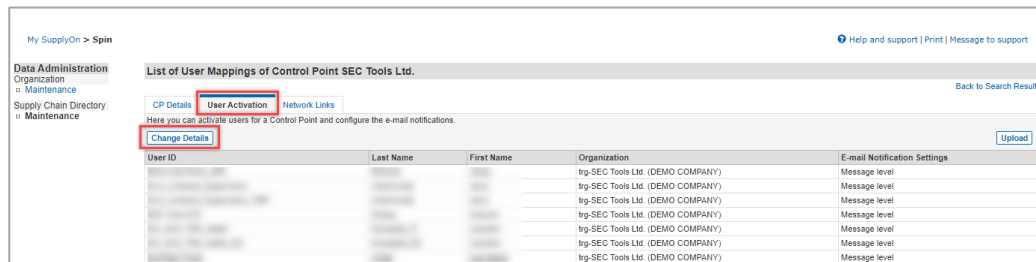


Figure: Spin within List of User Mappings of selected Control Point

3. Open the **drop-down menu** for the relevant user within the **Message Level**
4. Select the user and message level required and save your changes

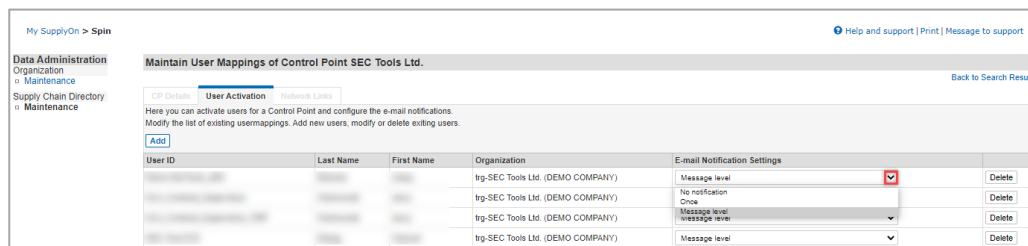


Figure: Spin within List of User Mappings of selected Control Point

- ✓ No notification - Although new messages arrive, the respective user will not receive an e-mail notification
- ✓ One-time notification - The respective user will be informed once by e-mail about the first new incoming message. He/She will not receive any more e-mails for further messages until they have accessed SupplyOn.
- ✓ Notification at message level - As soon as a new message is received, the respective user will be informed by e-mail.

8 Roles and Rights

This chapter shows which roles you need as a company administrator. In case you use SupplyOn the first time you may have all related roles already.

In case you need to take over the task you find a list of relevant roles you need.

- ✓ Company Admin – Create and maintain users, manage company data in Business Directory
- ✓ Control Point Admin – needed master data entry on CP level as described [here](#)
- ✓ CorporateGroupMasterDataAdmin – Create user groups

Company Administration (assigned)			Collapse
Role	Status	Description	
<input checked="" type="checkbox"/> CompanyAdmin	assigned	Manage company data. For suppliers, the authorizations of the roles "BusinessDirectorySupplierStandard" and "SLMSupplierAll" are included.	Show companies
<input checked="" type="checkbox"/> ControlPointAdmin	assigned	Creation and administration of sites in the Supply Chain Directory. Article data administration.	Show companies
<input checked="" type="checkbox"/> CorporateGroupMasterDataAdmin	assigned	Master data administration for companies within a group.	

Figure: My user with overview of my roles within the area of **Company Administration**

- ✓ UAdmin – Create and maintain users
- ✓ UMCompanyConfig – needed for company-wide user administration as described [here](#)
- ✓ UMEditUserProfiles – needed to change user master data and substitutes
- ✓ UMTeamAdmin – needed in case you want to define user groups

User Management (partially assigned)			Collapse
Role	Status	Description	
<input checked="" type="checkbox"/> UAdmin	assigned	All functions of user administration (create, change, activate, deactivate users, assign roles and reset password).	Show companies
<input type="checkbox"/> UAdminBasic	not assigned	Change user master data. Activate or deactivate users and reset password.	
<input type="checkbox"/> UAdminRole	not assigned	Assign roles to users. Creating, activating and deactivating users is not included.	
<input type="checkbox"/> UAdminUser	not assigned	Administering users. Creating, activating or deactivating users and reset password. Assigning of roles is not included.	
<input checked="" type="checkbox"/> UMCompanyConfig	assigned	Authorization for company-wide user administration basic settings.	Show companies
<input checked="" type="checkbox"/> UMDDefault	assigned	Permits processing of a user's own user profile.	
<input checked="" type="checkbox"/> UMEditUserProfiles	assigned	Change user master data and substitutes.	Show companies
<input type="checkbox"/> UMRResetPassword	not assigned	Reset passwords.	
<input checked="" type="checkbox"/> UMTeamAdmin	assigned	Administration of user groups.	Show companies
<input type="checkbox"/> UMUserUpload	not assigned	Creation and updating of users by upload of user profiles.	
<input type="checkbox"/> UMViewUserProfiles	not assigned	View user data.	

Figure: My user with overview of my roles within the area of **User Management**